

Carlow Regional Youth Service: Office Administrator **(<https://www.activelink.ie/node/109673>)**



Office Administrator – full-time

Administration:

- Ensuring close adherence to CRYs policies and procedures.
- Development and management of the PR and Social Media function.
- Preparation of CRYs management accounts (SORP) on Surf Software.
- Assisting of monthly and quarterly financial reports.
- Point of contact for all incoming PR and Social media enquiries and respond to same in a timely manner.
- Coordinate and support the execution of CRYs campaigns and events.
- Provide day to day office administration and support to the reception team.
- Assist CEO in preparations of grant and funding applications.
- Assist admin team in day to day running of the admin office
- Support for the Governance and compliance function
- Prepare for and facilitate external audits from funders

Any other duties that may be required from time to time.

The successful candidates will have:

- A qualification in Business Administration and or PR/Social Media
- 2-5 years in a similar role
- Knowledge of, and commitment to the voluntary and community sector would also be an advantage.
- Excellent literacy, numeracy and communication skills.
- Excellent team player and strong ability to work on own initiative

CV and Cover letter can be sent to:

Aoife Glancy,
Human Resources
Carlow Regional Youth Service,
Montgomery House,
Athy Road,
Carlow

E-mail: HR@carlowys.ie (mailto:HR@carlowys.ie)

Applications Closing Date: Thursday 8th August 2024

Interviews will be held early September

Region
Co Carlow

Date Entered/Updated
19th Jul, 2024

Expiry Date
8th Aug, 2024

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